STANDARD FORM NO. 64
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 25 July 1952

FROM : Deputy Director of Training (General)

SUBJECT: Weekly Summary Report

1. A meeting between representatives of the [redacted] 25X1A12
[redacted] and the Office of Training was held on Friday, 18 July, 25X1A12
to discuss budgetary and scheduling problems affecting the establishment of the Near East Language and Area Program. Representatives of [redacted] proposed to establish the field installation by March 1953 25X1A12
instead of 1954 as originally planned if additional funds could be obtained from CIA. The proposals are presently being reviewed by OTR.

2. A fifteen-minute presentation of the CIA Human Resources Program was given by [redacted] to the AD's in the DDI's 25X1A9a
staff meeting on 22 July. The presentation was well-received, especially by ORR, OCD, and OSI. The AD/RR requested that this program be instituted in his Office as soon as possible and that the first group should consist of the AD himself, his staff and division chiefs.

3. Mr. Morris Allan of the Management Staff, Department of State, requested that he be permitted to attend the Reading Laboratory Course which began on 21 July. Mr. Allan indicated his desire to study our techniques and procedures for the purpose of setting up in the Department a similar Reading Laboratory Course. Five other State Department employees are also attending the course.

4. Arrangements have been completed for [redacted] to 25X1A9a
participate in discussions at Lowry Air Force Base, Denver, Colorado, from 31 July to 1 August inclusive. It is hoped that arrangements can be made for the inclusion of certain CIA speakers in the revised Air Force Intelligence Course.

5. The draft of a proposed charter for a permanent interdepartmental committee on foreign language reference materials has been coordinated with Mr. Sollenberger of the State Department. A meeting is planned between Mr. Jack Gurin, Chief, Linguistic Research Division, AFSA, and [redacted] to take place next week before referring the proposed charter to [redacted], who will enter 25X1A9a
on duty 4 August. 25X1A9a

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6. A combined total of 109 students is presently enrolled in the introductory and self-study courses in the Language Training Center. In addition, the Laboratory was used for a total of 340 student hours during the week.

7. During the week ending 25 July, 429 personnel are enrolled in the various training courses and programs in the Office of Training (General).

[redacted]

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